

[Click here to enter a Date]

Dear Parents/Guardians,

We are writing to inform you about our Film By the [insert festival name here] Matinee event which is open to our students to attend.

Film By the [insert festival name here] Matinee festival details:

Matinee Date: [insert date here]
Time: [insert time here]
Location: [insert location here]
Map: [insert map here]
Cost: [insert price and link here]

Transport to the venue will be via:

Additional Information: [Insert any additional information you would like to add]

Please complete the permission note on the following page and return to [teacher's name or school's office] by [due date]:

Sincerely,

[Principal's Signature]

[insert name here]
[insert position here]

✂ -----

FILM BY Matinee Permission Note

I give permission for my child _____ to attend the Film By the [insert festival name here] Matinee event on the _____. I have made a payment of [insert price paid here] via [insert mode of payment here].

Please note child's allergies and/or medications/ learning adjustments if applicable:

Emergency Contact: _____ Phone: _____

Signed: _____ Date: _____